



2 INCOME/CATEGORICAL ELIGIBILITY

Effective: 12/1/95

2.7 Certification of Infants of WIC Mothers

Revised: 05/16/05

POLICY: Infants born to women enrolled in WIC during their pregnancy may be enrolled shortly after birth without going through the full certification process. These infants must be seen and assessed by eight weeks of age or drafts must be withheld until the assessment is completed. Additional risk factors and the highest priority level must be updated to the participant file when the infant's true nutritional status has been assessed.

PROCEDURE:

A. DRAFT PROCEDURES

Before drafts can be issued, the following procedures must be completed:

1. Document identification and birth date of the newborn (infant does not need to be present). See identification of the proxy or parent/guardian.
2. Document proof of residency
3. Document income eligibility
4. Obtain birth weight and birth length in writing from the health care provider [e.g., the Medical Referral Form (DPH 4024), crib card, hospital web site or other birth record]. The birth date is the medical data date.
5. The Rights and Responsibilities must be read by (or read to) the parent. The parent signs on the back of the form (DPH 4161 and 4161S) that they have been informed of their rights and responsibilities.
6. The CPA determines eligibility and must sign and date the back of the Risk Factor Flow Sheet or agency developed form. (This may be done at a later time.)
7. The CPA approval is required for non-contract or special formulas per policies 4.14 and 4.16

B. SCHEDULING

It is recommended to schedule the appointment to complete the infant certification and the mother's recertification at the same time to facilitate placing the breastfeeding dyad in the highest priority level for which either is eligible and for participants' convenience. The infant must be present for this visit. See Physical Presence requirements in Policy 2.9 Presence of Applicants.



C. COMPLETING NUTRITION ASSESSMENT

At the "eight weeks" visit, the infant questionnaire is reviewed and additional risk factors are assessed. Length and weight measurements may be taken. Any additional risk factors must be documented and entered into the participant file in the WIC data system. Appropriate nutrition counseling must be provided and documented. Schedule secondary nutrition education per identified nutrition needs.